

CITY OF BELMONT

PUBLIC WORKS FIELD SERVICES MANAGER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Reporting to the Director of Public Works, the Field Services Manager will oversee all municipal public works operations. Under general direction, plans, manages, oversees, and directs the operations and maintenance of the street, traffic signals and street lights, drainage and flood control system, sewer collection system, environmental services, construction activities and operations within the Public Works Department; oversee the operations of the City's Fleet, equipment and automotive shop; to coordinate assigned activities with other divisions, outside agencies and the general public, and to provide highly responsible and complex staff assistance to the Public Works Director/City Engineer; performs other related duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Public Works Director/City Engineer. Exercises direct and indirect supervision over maintenance managers, lead workers, technical and field staff.

ESSENTIAL FUNCTION STATEMENTS - *Essential responsibilities and duties may include, but are not limited to, the following:*

1. Plan, organize, and direct the staffing and operational activities for Public Works programs including maintenance, construction and repair of City street, sewer and flood control systems and maintenance, servicing and repair of City vehicles/equipment.
2. Develop goals, objectives, policies and priorities; recommend and implement resulting policies and procedures, reviews and evaluates work methods and procedures for improving organizational performance, enhancing services, and meeting goals; ensures that goals are achieved.
3. Identify opportunities for improving service delivery methods and procedures; identify resource needs; review with appropriate management staff; implement improvements.
4. Develop, direct, coordinate and review the work plan for assigned public works services and activities; assign work activities and projects; monitor work flow, review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
5. Oversees the selection, training, and evaluates programs for assigned maintenance personnel; provides or coordinates in-service training; identifies and resolves staff deficiencies; fulfills discipline procedures; approves time cards; reviews the work of department personnel to ensure compliance with applicable federal, state, and local laws, codes, and regulations.
6. Oversees the divisions Safety program, ensures all required safety training is performed and safety procedures are followed. Holds managers and staff accountable for safe work practices.
7. Assists with labor issues and works in collaboration with Human Resources and labor representatives to amicably resolve labor issues.
8. Directs the scheduling of routine and emergency maintenance and repair of the City's street systems including pavement and curb repair, drainage and flood control systems, water pollution prevention program, traffic operations, traffic signals and street lights, regulatory signage, stripping, and painting.

9. Directs the scheduling of routine and emergency maintenance and repair of the City's sewer collection system including piping and sewage pumping stations, street sweeping, solid waste program and corporation yard operations.
10. Responsible to ensure proper maintenance programs are in place to meet the mandates of Regional Water Quality Control Board regulations as well as State water discharge regulations.
11. Manages the City's fleet program, ensures fleet is properly maintained, oversee the maintenance and repair of the City's automotive fleet, light and heavy equipment, trucks, tractors, and related equipment.
12. Investigate public complaints and claims against the City related to public works programs and services, and resolves complaints.
13. Develop, present and administer assigned program budget; forecast funds needed for staffing, equipment, materials and supplies, monitor and approve expenditures; reviews and approves payments and billings for contract services, recommend adjustments as necessary.
14. Participates in the development and implementation of the Department's Capital Improvement Program and budget; review and provide input on plans, specifications, cost estimates, and contract documents from a long term operational and maintenance perspective; visits construction sites to ensure conformance to plans and operational needs.
15. Provide staff assistance to the Public Works Director/City Engineer; participate on a variety of committees; prepare and present staff reports and other correspondence as appropriate and necessary.
16. Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.
17. Coordinate maintenance activities with those of other divisions and outside agencies and organizations.
18. Attend and participate in professional group meetings, stay abreast of new trends and innovations in the field of public works construction, maintenance and operations.
19. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Operational characteristics, services and activities of a Public Works Department including construction and maintenance of streets, curbs, gutters, sidewalks and sewers, operations, services and activities of a garage and automotive shop.
- Modern and complex principles and practices of public works maintenance and construction.
- Methods and techniques of inspection.
- Basic principles of engineering construction.
- Principles of municipal budget preparation and control.
- Principles of supervision, training and performance evaluation.
- Modern office procedures, methods and equipment including computers.
- Operational characteristics of equipment and tools.
- Occupational hazards and standard safety practices.
- Pertinent Federal, State and local laws, codes and regulations.

Ability to:

- Supervise, direct and coordinate the work of lower level staff.
- Select, supervise, train and evaluate staff.
- Interpret and explain City Public Works policies and procedures.
- Read and interpret maps, sketches, drawings, specifications, and technical manuals. Read, interpret, and record data accurately
- Coordinate the maintenance and repair of the City's street systems including pavement and curb, drainage, painting and signs.
- Coordinate the maintenance and repair of the City's sewer and flood control systems including sewage pumping stations.
- Coordinate the maintenance and repair of the city's vehicles and equipment.
- Perform field work including inspections.
- Prepare clear and concise reports.
- Read technical plans related to public works projects.
- Supervise staff in the operation of a variety of construction equipment and tools.
- Operate office equipment including computers and supporting applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Facilitate group participation and consensus building;
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience

Five years of broad and extensive experience in public works, utilities or related maintenance operations and management experience including at least three years of extensive supervisory experience.

Education/Training

Equivalent to the completion of the twelfth grade supplemented by specialized training and certifications in construction, maintenance or a related field. A bachelor's degree in a closely related field is highly desirable.

License or Certificate

Possession of, or ability to obtain, an appropriate, valid C & B driver's license. Wastewater Collections System Operator Level 2 (minimum) is desirable

WORKING CONDITIONS**Environmental Conditions**

Office, field and shop environment; travel from site to site; exposure to computer screens, inclement weather conditions; construction site and shop noise; work around heavy construction equipment and machinery.

Physical Conditions

Essential and marginal functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; operating motorized equipment and vehicles. The need to lift, drag, and push files, paper, and documents and equipment weighing up to 50 pounds is also required.